

GEORGIA STATE SENATE PRESS OFFICE

Communications Associate Job Description



The Senate Press Office is the official press and media relations office for the Georgia Senate. The Press Office is a bi-partisan office and is responsible for writing and sending out press releases, media advisories, columns and opinion pieces for each of the 56 Senators at their request as well as setting up press conferences. This office does not produce campaign-related materials, write campaign speeches, or participate in other campaign-related or partisan activities beyond the scope of the day to day duties.

The Georgia State Senate Press Office is currently looking to fill one, full-time Communications Associate position. Responsibilities of the Communication Associate include:

- Assistant to the Director; help with daily tasks and special projects
- Manage press releases, columns, editorials, speeches, media advisories and statements from conception to publication for 10 – 12 Georgia State Senators
- Facilitate press conferences, one-on-one interviews and media availability
- Assists the Communications Specialist with managing the process of credentialing media for the legislative session
- Execute administrative tasks such as answering and directing phone calls/general inquiries, greeting visitors, filing and organizing the billing/invoice process, ensuring leave grid completion, handling requests to book the conference room
- Completing supply orders that require approval from Fiscal
- Responsible for calling GBA/IT if there is a technical issue in the office
- Maintain Capital Press Corps hallway logistics with Director; including keys, room rentals, complaints
- Ensure daily clippings are sent to senators and staff before 10:00 a.m. each morning
- Fill-in and assist where needed with social media and film projects
- Develop and maintain relationships with senators, local and statewide media and GA General Assembly staff
- Serve as a liaison between the state legislature and media outlets
- Monitor media coverage: print, broadcast, and radio news clippings for individual senators
- Assist with creation of graphics and infographics for use on social media sites
- Upload, monitor and manage Wordpress site daily as the office content management system
- Upload committee audio throughout session
- Facilitate media requests in a timely manner

Candidates must have strong written communication skills, knowledge of communication strategy and familiarity with social media plans. Preference will be given to candidates with 0-1 year of PR, Communications, Political Science or Professional Writing experience. Please send resumes and three (3) writing samples to brittany.wagner@senate.ga.gov by **Friday, September 16, 2016**.

CONTACT: Brittany Wagner, Communications Specialist
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